

November 3 Election de-briefing meeting

November 13th, 2015, 10:00 a.m.

Agenda

- 1) Pre-election, set-up issues
 - Entrances, exits, signs – Pam and Joe to re-do signs. All doors will be used as entrances and exits.
 - Clerk report – entire report needs to be single sided paper
 - Check with Highway – additional handicapped parking signs possible?

- 2) Election process
 - Inactives – How to mitigate inactive voter concerns? Do we need to do the census at the polls or is the affirmation enough?
 - Observers/poll checkers – should have given advance notice, but **not** required to. We are required to allow them; it is courteous to accommodate them with chairs
 - Closing procedures – Carol's handwritten check list and Meg's attention to detail made this much smoother! Review new form. Revisions needed to clerk report?
 - 3-5 greeters at Presidential primary – 1 paid at back exit, two at circle table, two more?

- 3) Staff issues
 - Staff need to commit to a start AND end time for their shift
 - Individual staff who will not be coming back in March?
 - Post position in January; recruit students at HHS too?

- 4) Payroll issues
 - Need to get payroll change forms to payroll office by Wednesday at noon – can we do this earlier than Wednesday morning?